

DD/A 75-3838

19 AUG 1975

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : DD/A Management Objectives for
FY 1976/77

Sir:

1. Attached for your approval are the DCI level objective statements for FY 1976/77 for the Directorate of Administration. Deputy Director level objective statements are included for your information and review.

2. Our principal effort is the continued investment in technology in order to increase and improve productivity. Improved personnel management and reduced administrative costs are important objectives again this year.

25X1A

John F. Blake
Deputy Director
for
Administration

Attachment:
As Stated

APPROVED:

W. E. Colby
Director

Date

DISAPPROVED:

W. E. Colby
Director

Date

~~SECRET~~

Directorate of Administration
Management Objectives for FY 1976/77

DCI Level

- OC-01 By 30 June 1976 convert ☐ additional high-frequency field stations to SKYLINK operation. 25X1A
- OC-02 Install and activate by 10 November 1975 a secure voice trunk switch to interface the Headquarters area Agency secure voice system with the overseas system and with the systems of other agencies.
- OC-03 By 31 May 1976 complete the installation and acceptance of the Headquarters Cable Dissemination System (CDS).
- OF-03 Complete by 31 December 1975 development, and by 30 June 1976 implementation, of the General Accounting System (GAS).
- OF-04 By 30 June 1976 complete development and implementation of revision of the payroll system to accommodate requirements of the Fair Labor Standards Act as it relates to employees eligible thereunder for additional overtime payments (FLSA).
- OJCS-01 By 30 June 1976 have the priority MAP systems agreed to between OJCS and DD/A Offices in operation.
- OJCS-02 Put into operation by 1 January 1977 a mass storage system for storing at least 200 billion bits of data on-line (ORACLE).
- OJCS-10 Define, design, and bring into operation a reliable and expandable on-line data processing system to facilitate the Intelligence Analyst's access to and use of intelligence data so that the quality and timeliness of intelligence information can be improved. By 30 September 1976 the objective is to complete the design, specifications, and RFP for the initial complement of equipment and software (SAFE).

~~SECRET~~

DD/A Management Objectives for FY 1976/77

Page 2

- OL-01 By 31 December 1975 complete and report on an analysis of competitive procurement actions being undertaken by the Agency to determine the causes of the large number of "no bids". (Among the possible causes to be analyzed are: poorly formulated requests for proposal, improper bidder lists, deliberate attempts by technical or contracting officers to influence competition, unsatisfactory contractor experience with the Agency, or contractor reaction to the Agency's negative press.)
- OP-01 By 30 June 1976 prepare a status report for the DCI evaluating the effectiveness of each Directorate's personnel management based upon implementation of PASG.
- OP-02 By 30 June 1976 provide the DCI an evaluative study of cost-effectiveness of Agency personnel administration along with such recommendations as may be appropriate.
- OP-03 By 30 December 1975 complete a study of current Agency policies, rationale, techniques, responsibilities and decision processes as related to the Agency position management and classification function in terms of Agency manpower management, utilization and control programs. Such a study will include comparative reviews of approaches used elsewhere in the Federal government, local government and private organizations. From this study develop recommendations relative to the conduct of the functions within the Agency and proposals for suggested changes to improve the effectiveness of Agency manpower management, utilization and controls to best serve today's Agency requirements and responsibilities.
- OP-04 In conjunction with OJCS, implement PERSIGN and STAFFING by 30 June 1976.
- OP-05 By 1 December 1975 prepare and submit to the DCI a Consolidated Agency Report of the Career Service FY 1976 APP and PDP. The report is to include an analysis of the FY 1975 achievements and a review and evaluation of the FY 1976 goals and projections.
- OP-06 By 30 June 1976, in conjunction with OJCS, implement the General Archives Project (GAP), capable of overnight response.

SECRET

Approved For Release 2002/05/06 : CIA-RDP77-00512R000100030247-2

DD/A Management Objectives for FY 1976/77

Page 3

- OS-01 By 31 December 1975 complete a study and propose a plan to reduce by at least 10% the total volume of Office hard-copy records as measured in the FY 1975 Records Management Inventory. Such reduction would be carried out by identifying types of material that must be permanently collected and by identifying for destruction duplicate and other unnecessary file material so that its legal destruction could be accomplished as soon as authorization was granted following the conclusion of current investigations of Agency activities.
- OS-02 Install and have operational in the Headquarters building by 30 September 1976 the Security Access Control System (badge machine).
- OTR-02 Complete the development and implement by the end of FY 1976 a program of training for Intelligence Analysts.
- ISAS-01 Working through the Records Management Officers, by 30 June 1976, reduce each of the following inventories by 10%: (a) Safes and other records storage equipment in use as of 1 July 1975; and (b) Records holdings in office space as of 1 July 1975.
- ISAS-02 By 30 June 1976 reduce by 5% the cost of rental and supplies of Agency copier/duplicator equipment calculated in terms of 1975 dollars. Measure in constant 1974 dollars from 1975 base.
- ISAS-03 During FY 1976 review for current relevancy all regulatory issuances dated 1970 and earlier, and by 30 June 1976, complete and publish all necessary revisions to such issuances. This objective will carry forward into FY 1977 for all material dated 1973 and earlier.
- ISAS-04 By 30 June 1976 establish an additional Word Processing Center in an Office of the DD/A.
- ISAS-05 By 31 March 1976 identify Agency file systems maintained on U.S. citizens and those foreign nationals covered by the Privacy Act; determine criteria for establishing, maintaining and discontinuing such systems. By 30 June 1976 evaluate criteria and make recommendations for improving procedures.

Approved For Release 2002/05/06 : CIA-RDP77-00512R000100030247-2

SECRET

SECRET

DD/A Management Objectives for FY 1976/77

Page 4

DD/A Level

OC-04 By 30 November 1975 complete all preparatory work for AFT and enter into a contract for up to five terminals. Contingent upon vendor delivery schedules, test and evaluate the first system by 30 June 1976 and install the first system overseas within 60 days of factory acceptance. As part of the AFT development, determine the most feasible way of interconnecting AFT with Headquarters computer data bases.

OC-05 Devise systems and procedures to develop and establish a series of positive indicators against which program missions (functions) can be judged. (This is an objective of each DD/A Office so will not be repeated in this listing.)

25X1A [] By 31 March 1976 complete pre-construction processing and begin installing a sprinkler system and heating, ventilating and air conditioning (HVAC) suitable to assure proper humidity and temperature control of areas storing Agency records and archives (Building

25X1A []
25X1A [] By 30 September 1975 develop preliminary planning with [] or the construction of a []

OF-01 Complete actuarial evaluation of CIARDS.

OF-02 Make a comprehensive performance evaluation of payroll activities including an evaluation of customer satisfaction with the present services.

OF-05 By 30 June 1976 complete development and implementation of the Contract Information System with a capability for computer assistance processing of contract invoice payments (CONIF III).

OF-06 By 30 June 1976 complete development and implementation of the PRA and invoice payment phases of the Inventory Control System (ICS/PRA/Invoices).

OJCS-03 Develop additional EDP training courses for presentation to OJCS user components to enable user personnel to interface with OJCS equipment and software by 30 June 1976.

SECRET

DD/A Management Objectives for FY 1976/77

Page 5

- OJCS-04 By 30 June 1976 complete all but the Reporting Subsystem to provide a processing system to help COMIREX manage the collection and exploitation of intelligence.
- OJCS-05 By 1 March 1976 procure for OWI and OEL computer software and hardware for basic telemetry and radar analyses employing display terminals (TADS).
- OJCS-06 Save \$500,000 in annual service charges by eliminating unnecessary or marginal computer reports and services by conducting an annual review of ongoing computer jobs with user components.
- OJCS-08 By 30 November 1976 complete reprogramming or phase-out of 14 computer jobs that currently require processing under the RCA 501 simulator.
- OJCS-09 Increase OJCS computer processing capacity so that the following production levels are available by the end of the fiscal years shown:

	<u>FY 1976</u>	<u>FY 1977</u>
Batch (CPU hrs/day)	200	240
GIMS Production (trans/day)	12,000	24,000
General Purpose Time Sharing (concurrent users)		

- OL-03 Continue with the review, begun in FY 1974, of automated text processing systems and techniques and implement those which are approved. This review will continue through FY 1976 and FY 1977 and will involve technical reports and recommendations of consultants, equipment procurement approvals, and extensive coordination with other using components.
- OL-04 Conduct space audits throughout FY 1976 and FY 1977 to verify and/or correct the data in the CRAMS system and, in conjunction with those audits, program relocation projects to achieve the best utilization and most equitable distribution of available space.

SECRET

DD/A Management Objectives for FY 1976/77

Page 6

- OMS-02 By 31 December 1975 conduct a feasibility study on the incorporation of the Multiphasic Testing concept as a base for all current medical evaluation procedures. A successful study would permit the implementation of this program in FY 1976 at a rate compatible with progress in the computer support area.
- OMS-03 Continue the implementation of the Assessment Center concept within the DD/A and other Directorates as interested.
- OMS-04 By 30 June 1976 develop procedures including appropriate "sensing devices" for assuring that the present fluid nature of attitudes in our society is appropriately considered in the selection of new employees.
- OMS-05 Refine and re-present a proposal that the CIA Management Committee consider the desirability of authorizing a study on Career Commitment in the Agency.
- OMS-06 Continue development of the counterterrorism program including: support and guidance to Agency employees and dependents, Agency components, and the Cabinet Committee Working Group; and preparation of guidelines for protective psychology and interdisciplinary research involving the study of terrorists, victims and negotiators.
- OMS-07 By 30 June 1976 review counseling programs and needs Agency-wide, pointing to a better coordination of present efforts and augmentation of capabilities where necessary.
- OP-08 By 30 June 1976 in conjunction with OJCS produce computerized biographic profiles using the persign data base.
- OS-03 Implement completely by 30 June 1976 an Agency automated inventory system for the control of collateral Top Secret material.
- OS-04 Continue five year program to replace and update existing technical surveillance countermeasure equipments by conducting tests and evaluations of four types of prototype receivers which will

SECRET

SECRET

Approved For Release 2002/05/06 : CIA-RDP77-00512R000100030247-2

DD/A Management Objectives for FY 1976/77

Page 7

be delivered during the year; conducting market surveys and comparing with other commercial receivers; deciding on the best and writing

25X1A

- OS-05 By 31 December 1975 complete a study of and submit recommendations for the best method of technical security validation of vehicles entering the Headquarters compound.
- OS-06 Develop and implement by 30 June 1976 new mechanisms for conducting covert investigations.
- OTR-01 During FY 1976 the Center for the Study of Intelligence will further develop the program of research and study of the intelligence process; expand the discussion program and begin the publication program.
- OTR-03 During FY 1976 support the improvement of Agency MBO systems by conducting, with contractor support, a series of tailored MBO training courses.
- OTR-04 Decide on the continuation or termination of the on-duty, part-time language classes at Headquarters; if continued, acquire adequate classroom space in which to conduct the program.
- OTR-05 Select 70 CT's for EOD during each fiscal year and assist in their training and placement. Two groups of approximately 35 CT's each will be brought on in April and September of each year.
- OTR-06 During FY 1976 determine the training requirements for selected categories of Agency employees and develop or adapt appropriate OTR training programs, including core courses, to fit their needs.
- OTR-08 Initiate the Military Operations Training Course (MOTC) for DoD; by the end of FY 1976 review, restructure, or modify as appropriate, and determine the impacts on security, resources, and future Community training.

SECRET

SECRET

Approved For Release 2002/05/06 : CIA-RDP77-00512R000100030247-2

DD/A Management Objectives for FY 1976/77

Page 8

- OTR-09 During FY 1976, through the use of seminars and research projects, provide for further professional development among the faculty [] which will contribute to the Operations Directorate doctrine, policy, and objectives. 25X1A
- OTR-10 In conjunction with Operations Directorate guidance, during FY 1976 restructure operations training [] 25X1A
- OTR-11 Conduct a feasibility and cost study during FY 1976 of installing terminals, etc., for a data handling capability [] 25X1A
- ISAS-06 By 30 June 1976 automate the system for publishing the Regulations [] Index, Headquarters and [] checklists, and Headquarters [] Tables of Contents. 25X1A
- ISAS-07 Establish a stringent forms review program to eliminate duplicate or redundant forms. The goal will be to reduce by 30 June 1976 the forms inventory by 5% while simultaneously increasing the use of standard forms by 2%. These same goals will carry forward into FY 1977.
- ISAS-08 By 30 June 1976 conduct feasibility studies for the conversion of one or more functions in two offices of the DD/A to micrographic technology. If the study indicates such conversion would be cost beneficial, design a conversion plan and implement it.
- OL-05 Conduct a study to determine the feasibility of establishing a relatively small capability to support covert paramilitary operations at the [] and thereby enable the eventual closure of the [] This study will be conducted in coordination with the [] DD/O, the Office of Technical Service, DD/S&T, and the Office of Training, DD/A. Recommendations are to be provided to the DD/A by 31 December 1975. 25X1A

Approved For Release 2002/05/06 : CIA-RDP77-00512R000100030247-2

SECRET